



### Applicant Information

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Property Owner: Yes ☐ No ☐  
Business Owner: Yes ☐ No ☐  
Owner Type: \_\_\_\_\_

### Business Information

Name: \_\_\_\_\_ Type: \_\_\_\_\_ Tax ID# \_\_\_\_\_  
Address: \_\_\_\_\_ New or Existing: \_\_\_\_\_ DUNS # \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Mailing Address (If different from above): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Business Email: \_\_\_\_\_

### Project Information

Amount Requested: \_\_\_\_\_ Total Project Cost: \_\_\_\_\_  
Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Contractor Email: \_\_\_\_\_  
Reason for Selection of Contractor: \_\_\_\_\_

### Scope of Work

Brief Project Description: \_\_\_\_\_

#### *Project Scope:*

<input type="checkbox"/> Masonry repairs and tuck-pointing	<input type="checkbox"/> Window and door repair or replacement
<input type="checkbox"/> Repair/replace/preserve significant architectural details	<input type="checkbox"/> Permanent exterior signage integrated into the storefront design
<input type="checkbox"/> Storefront reconstruction	<input type="checkbox"/> Expansion of building area
<input type="checkbox"/> Cornice repair	<input type="checkbox"/> Permanent exterior lighting
<input type="checkbox"/> Exterior painting and stucco	<input type="checkbox"/> Repair/replacement of gutters and down spouts
<input type="checkbox"/> Awnings and canopies	<input type="checkbox"/> Visible roof repairs
<input type="checkbox"/> Decking and stairs	

Reimbursement will be applied to what aspect(s) of project scope of work?

### Landlord Information

Full Name:

Mailing Address:

Phone:

Cell:

Email:

### Anticipated Economic Impact

Estimated Additional Sales Volume-Percent Increase? *(If applicable)*

Estimated Annual Value (\$) of Sales Volume Increase? *(If applicable)*

Estimated current and future job numbers.

### Landlord Acknowledgment

I am the landlord of the building address noted in this project application and my address and phone number is noted correctly in this document. I have been informed of the Applicant's intention to perform the improvements described in this application, and I hereby authorize the tenant to apply for the proposed improvements and acknowledge the requirement to place the deed in trust during the project period.

Signature:	Date:
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### Certification

The undersigned agrees that by signing and submitting this application that he, she or they will be bound by the terms and conditions contained in the Cobb County Façade Improvement Program Guidelines available at Cobb County Economic Development office located on 1150 Powder Springs Street or on the Cobb County website at

[www.cobbcounty.gov](http://www.cobbcounty.gov)

Signature:	Date:
Name of Corporation, <i>(If applicable)</i>	

### Photo Release Statement

The undersigned grants Cobb County and its legal representatives and assigns, the irrevocable and unrestricted right to use and publish photographs and/or images of the applicant(s) and the subject business taken by Cobb County and its legal representatives and assigns or accessed from internet sources for editorial trade, advertising, and any other purpose and in any manner and medium; and to alter the same without restriction. I hereby release the Cobb County and its legal representatives and assigns from all claims and liability relating to said photographs and/or images.

Signature:	Date:
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### **Application Checklist:**

- ☐ Verification of Property Ownership, if owner (Title or Deed of Trust)
- ☐ Copy of valid business license
- ☐ Three third party quotes from qualified suppliers for specific aspects of the project that will be completed with loan
- ☐ Two electronic color photos showing the existing building (front & all side elevations), email to econdev@cobbcounty.gov
- ☐ Detailed sketches or drawings of the proposed improvements or other appropriate design information
- ☐ Proof of liability insurance with Cobb County listed as additional insured.
- ☐ Detailed Project Budget (Construction work and in-kind or cash match – see example)
- ☐ Completed W9 Form.
- ☐ Bank letter of commitments/other documentation of private funds, if funding source is other than the applicant's readily available funds.
- ☐ Two months of financials with banking information redacted or D & B report for your business.
- ☐ Operating agreement or letter signed by all board members authorizing the applicant to sign legal documents on behalf of the organization, if an LLC or corporation.
- ☐ Executed lease agreement for a minimum of 1 year or letter of intent from a potential tenant, if building is vacant.
- ☐ Executed lease agreement for a minimum of 1 year between tenant and property owner.
- ☐ Copy of most recent paid property tax receipt.